



Part-time Administrative Assistant: Up to 25 hours a week, M-F, 9:00am-2:00pm, Marlborough Club. The Administrative Assistant is the key professional support to the Club and Program Directors along with providing administrative support as needed across all 3 Club locations.

KEY ROLES

Competency Areas:

- General office procedures: answering phones, recording & distributing messages in a timely manner, filing, photocopying and faxing.
- Ensure that Administrative/Program Office and Reception area are organized and clean at all times
- Manage membership tracking system.
- Maintain daily, weekly, monthly memberships.
- Maintain Club membership, childcare, preschool, and/or camp registration records and Voucher Attendance for monthly reimbursement/payments.
- Works closely with the finance department and follows their policies & procedures for cash management
- Maintain & update statistics, ensure all paperwork is readily available, and direct people to the appropriate areas/employees.
- Work closely with program staff to promote and advertise programs and activities.
- Act as a positive liaison between staff, parents and members.
- Assists in the planning/coordination of off-site field trips (summer and school-year)
- Work with Club Director to create Club/program brochures, flyers, and announcements
- Coordinate bulk and specialized mailings for all 3 Club locations
- Maintain office equipment contracts and annual building rental contracts.
- Office Supplies - Order and is responsible for the safe-keeping of office supplies (research best pricing)
- Assist when needed to ensure staffing and licensing requirements are fulfilled.
- Record payments for membership, summer programs, and any other fee based programs; including developing and maintaining any specialty tracking spreadsheets as needed or required.
- Review all fee for service cash receipts collected.
- Provide miscellaneous support to any aspect of the 3 Clubs as needed or required.

Skills

- High level of professionalism.
- Strong technical skills & aptitude for gaining more.
- Knowledge & proficiency in Excel, Word, E-mail.
- Constant attention to accuracy and efficiency.
- Ability to prioritize projects and tasks for completion.
- Ability to think independently and competent problem solver.
- Strong oral & written communication skills.

Qualifications

- Minimum of 3 years related experience

Send Resume: patty.miele@bgcmetrowest.org